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17 May 1970

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SUBJECT: Summary of Meeting with Inspector General

1. Upon Reflection, I feel that Mr Stewart's request to meet with me last Friday was not part of a review of the Records Program. Several months ago Mr. Hugh Cunningham had suggested that the Inspector General take an interest in the preservation of the Agency's valuable records. The recent I. G. Studies being conducted in the Office of Computer Services and DDP Systems Group may have prompted him to see a relationship with records as another area in which he should have a familiarity.

2. Our discussion touched dozens of diverse topics such as microfilming, magnetic tapes, safes, records schedules, forms, motorized shelving, legal records requirements, laser devices, inventory volumes, etc. etc. Since I had no idea of his specific interest I had no prepared presentation or reference material. He did not seem to have any formalized series of question, so our meeting just evolved and explored many topics briefly and some in detail. I sought to understand his intent in order to respond to his needs, but found nothing other than a very general interest in records and their systems and equipment which grew from his initial concern for valuable documents which he felt must be retained due to certain legal requirements.

3. Naturally, as we touched each new area and we explored the inter-relationships with other areas he became more aware of the complex enormity of Agency records and their impact on Agency problems of space, personnel, and future plans. This appreciation, I'm sure, led him to ask me to return for an afternoon session.

4. The afternoon talks touched more on the Agency Records Program and modern technology of records storage and retrieval. Overall, I believe this session was favorably received and I can recall no questions or nuances in which our Program or efforts should have any concern. In fact, I see this visit as another indication of Top Management's developing greater understanding of our long standing Records Program problems. Our studies and proposals are certain to have a more receptive audience in the future but they will get a more knowledgeable scrutiny too. I suggested to Mr Stewart that he meet with [REDACTED] concerning the current planning for the Records Program and its several related functions. He said he would look forward to such a meeting.

5. Written out and now being typed is the very detailed report you asked me to prepare of as much of the exact meeting as I could possibly reassemble. This should be ready by Monday afternoon.

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CIA Records Administration Officer.

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